



COMMERCIAL Manure Services

Employee Substitution and Termination Form

*Animal Manure
Management Form*

This form is to be used during the certification year whenever a certified commercial manure service representative leaves or joins your company. State law requires all certified commercial manure service representatives to be associated with only one company at a time. If the company paid the certification fee for the certified employee leaving the company, the company can substitute in the new employee without paying an additional certification fee.

**NOT for
Annual
Renewals**

Instructions: Fill out Part A with the information about your company. Fill out Parts B, C and D with the applicable information whenever a certified representative enters or leaves employment at your company and **send a copy to the DNR within thirty days** of the change in status.

Part A. Commercial Manure Service

Business Name (Print) _____ Bus. License # _____

Phone No. (_____) _____ Manager's Name _____

Part B. Commercial Service Representative

List name and date of any certified representatives leaving or joining the company

Representative Leaving _____
If no new hire, go to Part D (Name) (Date Left) (SS or IA Driver's License #)

Representative Joining _____
If hiring mid-year, go to Part C (Name) (Date Hired) (SS or IA Driver's License #)

Part C. Fees and Education Requirements for Substitutes

- Does company want to substitute a new hire for a certified representative that left the company?
☐ Yes - go to line 2. ☐ No - go to line 3.
- Did company pay the certification fee for employee that is leaving the company?
☐ Yes - go to line 4. ☐ No - go to line 3.
- The company or representative will need to pay the \$75 certification fee and submit a copy of DNR form 542-4010 (if individual is paying); or if company is paying fees, submit DNR forms 542-4022 and 542-4010. **Go to line 4.**
- Has the new hire met the testing or training requirement? Has the \$25 education fee been paid?
☐ Yes to both questions - **go to line 6.**
☐ No to either question - **go to line 5.**
- New hire must take required 3-hour training or pass a test. Submit DNR form 542-4010 (the individual training or testing record) and pay the \$25 education fee. **Go to line 6.**
- The DNR will process and send a certificate to the new employee after all requirements have been met.

Part D. Signature

Signature of Manager _____
(Date Signed) _____

- FAX or return this form to the DNR address listed at the right within 30 days of a representative leaving or joining your company.
- Call 515-281-5918 with questions.

Iowa Department of Natural Resources
Wallace State Office Building
502 East 9th St.
Des Moines, Iowa 50319-0034
FAX 515-281-3825

Make copy and retain for your records